



CHAIR: Adam Birkinshaw-Bird

Minutes of meeting held at 6.30pm on 3rd November 2025

Agenda item	Discussion overview and Action agreed	Actions
Present	Adam Birkinshaw-Bird, Andrea Soulsby, Bryan Masters, Sarana Burris, Jill Winslade, Lisa Phipps, Colin Poole, Charlotte Smith, Lynda Davies Ann Butler – Minutes	
Apologies	Emma Phipps-Magill, Wendy Lewis, Liz Aldworth, Chris Morgan, Amanda McConnell, Suzanne Whiting	
Declaration of interest	Members are reminded of their duty to advise any interests in agenda items. None noted	
Welcome / Chair's report	Adam welcomed members to the meeting.	
Minutes	Minutes from the last committee meeting on 7 th October were sent out with the notice of this meeting. No queries were raised on the contents however Lisa noted on previous minutes shed noted as bot present and absent. She was present.	
Matters arising (From previous meeting)	Presentation on Martyn's Law deferred due to Derek's unavailability	Arranged for December



<p>Bookings Report Upstairs</p> <p>Downstairs</p>	<p>Upstairs bookings are running smoothly. Calendar to be kept up to date to allow staffing rota to be created accurately. Some exciting enquiries including the national yoyo championships and a BBC school orchestra event</p> <p>Downstairs bookings running smoothly. All hirers are grateful the heating is now fully on following the installation of the new boilers</p>	
<p>Volunteer report</p>	<p>Charlotte has asked if all vols can take a look at the rota and get their names down if they can support. Volunteer data capture form to be sent to Charlotte to share with any new volunteers. Four new shadow vols starting</p> <p>Charlotte has created a guide sheet for dealing with bodily fluids and left it behind the bar</p> <p>First aid requirements – courses have been arranged for 10th and 11th January. One 6 hour intensive course and a 2 hour course</p> <p>Friday 28th November will be “decorate day” at the Hall. As many vols as possible to bring the festive magic ready for the panto on 30th</p>	<p>Charlotte to chase and collate</p> <p>Names to be collated</p>
<p>Financial report</p>	<p>Accessibility fund £ 4,827.59 Refurb fund £26,663.43 General fund £38,031.87</p> <p>From above figures, payment to BTMCC of £8,500 as a contribution towards the cost of the boiler and £450 for the replacement of the 3 door fridge</p>	



	Andrea has indicated the handover for the treasurer role should not take the 3 months suggested at last meeting. She feels it's ready to handover now. Colin has access to bank system and card	
Refurb updates	Further works are required on the fly system. A quote has been received. A small group needed to discuss and decide the course of action	Andrea plus Adam to meet and feed back to committee
Marketing	Nobody feels able to take the role of Chair of the marketing committee. But all members agreed to work together to get the best outcome. Meeting to be arranged soon. Lisa suggested a three day event for Big Mac next year, to include a Sunday matinee. All agreed a matinee performance is worth trying, but two days is as much as can be staffed Lisa asked for suggestions of events to host next year.	
AOB	<p>It was agreed to replace the star lights on the front of the building. Quote was received for an uplighting system, which was fantastic but too expensive at this stage</p> <p>Solar panels – Bryan and Andrea to meet with R&S Energy's decarbonisation expert on Tuesday 4th November</p> <p>Door security – deferred discussion until Emma is available</p> <p>New door may to be ordered for corridor outside lift – essential for wet weather when the floor becomes slippery</p>	<p>Annie</p> <p>Andrea and Bryan</p> <p>Adam to follow up for October meeting</p> <p>Andrea</p> <p>Andrea</p>



	<p>Stage lighting – Rob Reed has offered to replace all stage lights and filters, as necessary, for a total cost of £1,000. It was agreed to go ahead with this quote. Andrea to arrange suitable time for works</p> <p>Discussions about the ramp gifted to the Hall were held. The ramp in its current format is not safe. A quote has been obtained to flatten the approached to make it level with the step and to add a handrail to the side and length. Charlotte has advised her dad is a carpenter and could offer alternatives, such as a portable, folding ramp. Storage for this may be difficult. A vote was taken and agreed by majority to accept the quote from Fabian's Carpentry of £660 to adjust and make suitable the existing ramp. Thanks noted to Charlotte and her date for the kind offer of assistance. Charlotte to show him around for advice on any future plans.</p>	
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Next meeting Monday 1st December 2025 – 6.30pm

Meeting closed 7.50pm